



**JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288**
SPC Sharon Ramsey, (410) 576-6052, (410) 576-6108
<mailto:HROJOB@mdbalt.ang.af.mil>



VACANCY ANNOUNCEMENT NUMBER	#05-211
POSITION:	Education Services Specialist, GS-1740-11 PD#: R8594, Seq #: 295017 SALARY: \$52,468 to \$68,209 (Steps 1-10) per annum and full range of benefits. Relocation expenses will not be paid.
DUTY LOCATION:	Joint Force Headquarters Maryland Army National Guard Education Services Office Fifth Regiment Armory 29th Division Street Baltimore, Maryland 21201-2288
OPEN PERIOD:	OPENING DATE: 16 September 2005 CLOSING DATE: 30 September 2005 or until filled, but NLT 29 November 2005 The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated.
WHO MAY APPLY:	This is a Maryland Army National Guard Excepted Service (Dual Status) Technician position open to Commissioned Officer (O-4 and below), Warrant Officer and Enlisted (E-7 to E-9) members of the Maryland Army National Guard, and those eligible for commissioning as well as those eligible for membership.
DUTIES:	Serves as the principal staff officer serving all Army National Guard personnel within the state for off duty civilian training and education. Provides advisory services to battalion and unit commanders concerning the educational needs of the assigned personnel. The incumbent functions as the principal liaison between National Guard members and participating public and private educational institutions. Supervises and manages the Reserve Component G.I. Bill program for Army National Guard personnel. Estimates and obtains the necessary program funds and determines allocation of said funds. Serves as the coordinator and senior Test Control Officer for the DANTES testing section to include ordering, receiving, accounting for and safeguarding test material with appropriate security measures. Promotes the acceptance of the program and participation in it by personnel within the State. Coordinates with State Recruiting and Retention Manager and assists with recruiting programs in educational institutions in which National Guard programs are established. Performs other duties as assigned.
QUALIFICATIONS REQUIRED:	<u>Basic Requirement:</u> Completion of a four-year course leading to a bachelor's degree from an accredited college or university that included at least eight of the following undergraduate or graduate level courses. At least one course in, Tests and measurement, and one in Teaching methods; the remaining six courses may be in any one or combination of the following areas: Curriculum development or design, adult education, educational program administration, guidance and counseling, career planning, and occupational information. <u>Alternate Requirement:</u> Three years in one or more of the following types of experience may be substituted for the basic requirement: (1) Performing counseling and education career planning; (2) Conducting education and programs to enhance military enlistment; (3) Directing or conducting an education services program which may include instructing classes; (4) Monitoring developments in the education community; and (5) Reviewing education services programs. <u>Specialized Experience:</u> In addition to the Basic and/or Alternate Requirements applicants must possess 36 months of the following type of experience: Progressive work assignments in the education services series or responsible supervisory or managerial experience performing the professional functions of counseling and functions of counseling and education, career planning, testing and administration of day-to-day activities of the program; experience that required establishing and maintaining effective working relationships with individuals and institutions having different interests; experience gained through study of theories of occupational choice and vocational development and their application to the education services program; progressive work assignments in the education services series or responsible supervisory or managerial experience in the private sector such as college registrar, college administrator or similar positions; experience gained through counseling positions in government and/or the private sector. Appropriate significant counseling experience through groups and/or individual sessions, providing education, vocational, and personal-social guidance and counseling services to students; experience which afforded the applicant a wide exposure to educational materials at the secondary level, and/or alternative adult education resources; and experience which demonstrates the candidate can organize and develop clear

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	<p>and meaningful written communications such as reports and studies and has the ability to present ideas orally in a clear and convincing manner.</p> <p><u>Physical Effort:</u> The work is sedentary. No special demands are required to perform the work.</p> <p><u>Military Compatibility:</u> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Currently under review.</p>
BASIS FOR RATING:	<p><u>Substitution Of Education for Specialized Experience:</u> NA</p> <p>APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.</p>
KSA's (Knowledge, Skill, & Ability)	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <ul style="list-style-type: none"> (a) Knowledge of the techniques of organization, direction, coordination and control; (b) Ability to establish and maintain close working relationships with a variety of resources; (c) Knowledge of education theories, principles, processes and practices of secondary, adult, and/or continuing education; (d) Ability to formulate educational programs for non-traditional students requiring traditional programs, modifying their needs and career development requirements; (e) Knowledge of/and skill to employ the methodology and techniques of counseling (but not full professional knowledge) in motivating and encouraging the individuals served by the program; (f) Knowledge of contents and scope of educational material utilized in the education services program; and (g) Ability to communicate ideas and thoughts orally and in writing.
HOW TO APPLY:	<p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p>Complete, assemble, sign and send the following:</p> <ol style="list-style-type: none"> (1) An OF 612, SF 171 or a Resume with the information requested on (HRO RESUME GUIDANCE for applying for Federal positions). MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF-510 (<i>Applying for Federal Employment</i>) can be reviewed for further reference. (2) Applicable Documentation requested in the Announcement. (3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her. (4) Federal Technicians (current and prior) need to supply highest previous grade and step. (5) You are allowed to email applications or resumes. (6) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED. <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p>

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INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL:	<p><u>MILITARY SERVICE (IF APPLICABLE):</u> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><u>CREDITING EXPERIENCE:</u> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.</p>
<p>The Maryland National Guard is an Equal Opportunity employer. Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.</p> <p>Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.</p>	